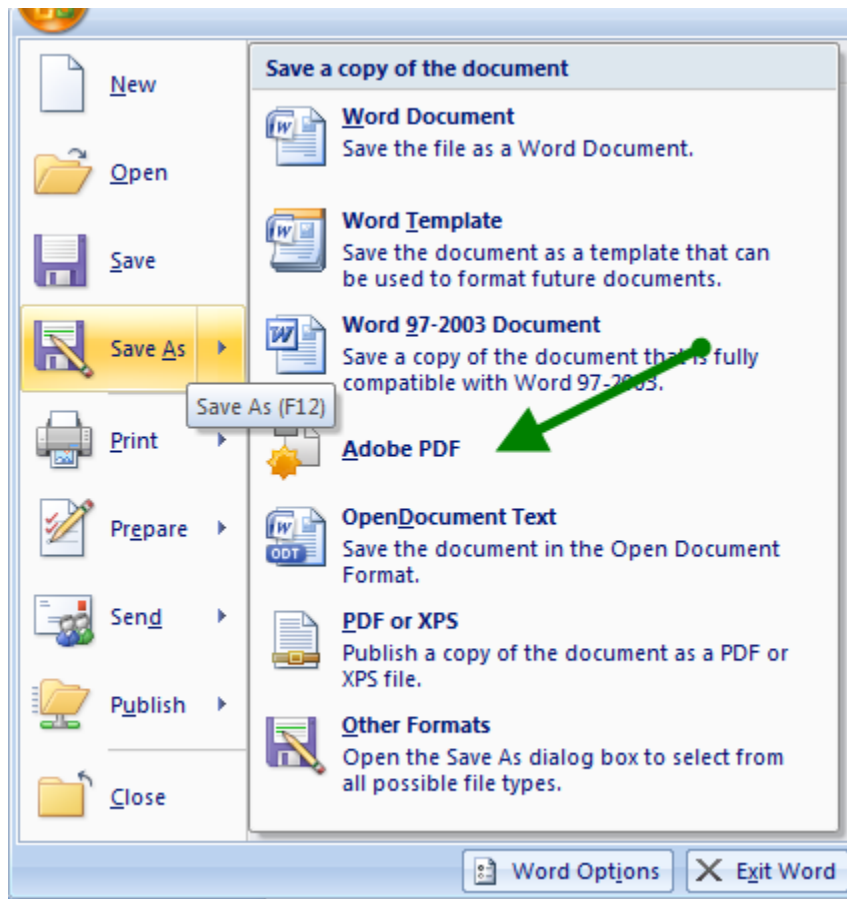


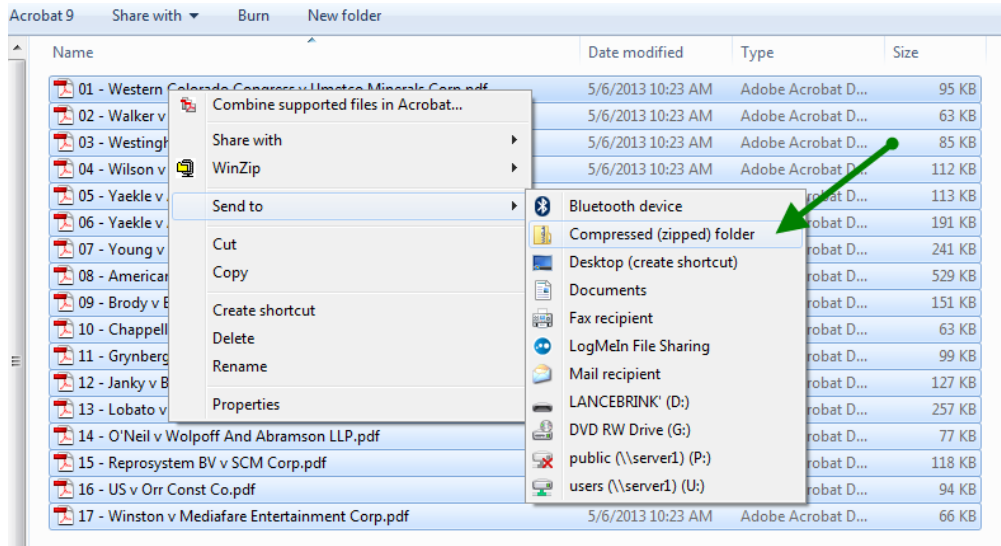
Linked Briefs: What type of files can I use?

1. Your Brief – must be a native PDF. To create a native PDF file you must convert your word version of the brief directly to a PDF file. To do this - select the save as option from your word document. Then select the Adobe PDF option or other PDF publishing options to create and save your word document as a PDF document.



2. Cited Materials – we can accept .pdf, .doc, .docx, .txt, .jpg, .jpeg, .gif, .tif, .tiff, .bmp, .png, and ZIP. When uploading these documents the Brief-Lynx system will convert them to PDF versions of the respective document.

- a. To upload multiple documents at one time you can ZIP those documents and upload the ZIP folder into Brief-Lynx. To create a ZIP folder select the documents you would like to upload. Then right click over the files you selected to see your file options. Select the “Send to” option which will open another menu then select the “Compressed (zipped) folder” option. This will then compress and ZIP the files you selected.



- b. If you are citing to video or audio files or other materials that you need to keep in its original format we have a placeholder option to allow those uploads. The Brief-Lynx system will create a “dummy” file of your media file that you will create the links to and when the brief is finished and packaged the dummy file can be replaced with the original files.

